

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

SOCIAL WELFARE DEPARTMENT - Streamlining of Post Matric Scholarships to SC/ST/BC/EBC/Minorities/Physically Challenged - guidelines to be followed for reimbursement of fees to the colleges and payment of scholarships to the students – Orders – Issued.

SOCIAL WELFARE(SW.EDN.2)DEPARTMENT

G.O.Ms.No. 66

Dated: 08-09-2010.  
Read the following: -

1. G.O.Ms.No.90, Social Welfare (Edn.2) Department, dated 30.07.2002.
2. G.O.Ms.No.56, Social Welfare (Edn 2) Department, dated 06-10-2003
3. G.O Ms.No. 14, Social Welfare (Edn.2) Department, dated 22.1.2010.
4. G.O.Ms.No.143, Social Welfare (Edn.2) Department, dated 15.07.2008.
5. G.O Ms No. 2089, G.A (Special. A) Department, dated 01.5.2010.
6. G.O.Ms No 2509, G.A (Cabinet) Department, dated 21.5.2010.

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ORDER:

Government of Andhra Pradesh is sanctioning Post Matric Scholarships benefiting every year to about 25.00 lakh Scheduled Castes (SC), Scheduled Tribes (ST), Backward Class (BC), Economically Backward Class (EBC), Minorities and Physically Challenged students in the State. To ensure proper distribution of the scholarships, Government have issued comprehensive guidelines in the reference first read above and the scholarships are being sanctioned and disbursed as per the guidelines only.

2 To ensure timely sanction and disbursement of Post Matric Scholarships, in the G.O. fourth read above, Government introduced the Online System for sanction of Post Matric Scholarships to SC, ST, BC, EBC, Minorities and Physically Challenged students during 2008-09, entrusting the responsibility of online sanction of PMS to Centre for Good Governance (CGG) through e-Pass (Electronic Payment and Application System of Scholarships) developed by them.

3 Government vide G.O.6 read above, have constituted a Committee of Group of Ministers to suggest guidelines to be followed for reimbursement of fees to the colleges and payment of scholarships to the students for delivering the scheme in a more effective manner to the highest satisfaction of the eligible students.

4 Government after careful examination of the recommendations of the Group of Ministers, hereby issue the following orders in partial modification of the G.O's first and second read above:

I. ADMINISTRATION OF SCHOLARSHIPS:

- i) **Scholarships on Saturation basis:** The Post Matric Scholarship Scheme (PMS) shall be available to all eligible students on a "Saturation Basis" among the SC/ST/BC/EBC/Minority/Physically Challenged communities to pursue higher studies. The scheme applies to all universities & its affiliated colleges whose admission process is regulated/administered by the State Government. Under the Saturation basis all eligible students whose family income is less than Rupees One Lakh per annum shall be covered under the PMS scheme.

P.T.O.

- ii) **Scheme of Post Matric Scholarships:** The Scheme of Post Matric Scholarship shall include Reimbursement of Tuition fee (RTF) payable to colleges and Maintenance charges payable to the Students (MTF). Tuition fee shall include all fees which are non-refundable as fixed by the university or authority constituted for the purpose by the State Government. Maintenance fees (MTF) shall be paid as per the course wise prescribed rates.
- iii) **Eligibility for Convener Quota seats:-** All students admitted by the Convenor as notified by the Government, under the Quota meant for the Convenor, shall be eligible for the PMS scheme. However, Students admitted under management quota or through spot admissions i.e., left over seats of the Convenor quota filled by managements subsequently, will not be eligible for the PMS Scheme. In respect of Medical Colleges, the PMS scheme will also be applicable to the "B" category only in respect of SC and ST students.
- iv) **Self Financed Course:** With respect to self financed courses for which the fee is fixed by the Admission and Fee Regulatory Committee (AFRC), the restriction of Rs. 20,000/- per annum is removed and full fee will be reimbursed from the academic year 2009-10. In all other cases not covered by the AFRC, the provisions under reference 2<sup>nd</sup> cited shall continue to apply.
- v) **Display of Course Fees:** All colleges are mandated to display the course-wise fees that is reimbursed by the Government on the College notice board or the college website. These fee particulars must be made available necessarily at the time of admissions to enable the students to be aware of the fee structure. These measures will enable clarifying a large number of apprehensions in the student and college community.
- vi) **Rationalization of Field Officers:** All the Welfare Departments shall streamline and rationalize the jurisdiction of the field level officers to facilitate the students and colleges for expeditious services.
- vii) **Income Declaration & Income Certificate:** The Revenue department shall issue detailed guidelines for the issue of Income Declaration by suitably incorporating the recommendation of the Group of Ministers constituted vide G.O sixth read above. The Revenue department shall be accordingly issued suitable directions in the grant of Income certificate to students.
- viii) **Attendance:** In respect of Attendance, the existing instruction issued vide G.O Ist cited will continue to hold good i.e., 75% attendance or as prescribed by the University under its regulations, is compulsory for availing the PMS scheme.
- ix) **Renewals for all Promoted students:** Post Matric Scholarships shall be renewed in respect of all students promoted to the next academic year. In accordance with the Regulations of the University/Institution, if a student is promoted to the next higher class even though he/she may not have actually passed in all subjects in the lower class and is required to take examination of the junior class again after sometime, he/she will still be entitled to scholarship for the class to which he/she is promoted if the student is otherwise eligible for Post Matric scholarship. The total period of sanction of scholarship however shall not exceed the standard duration of the course.

- x) **Redesigning of Application forms:** The online Application form shall be suitably redesigned to make it user friendly.

## II. SCHOLARSHIP PROCEDURE:

- (i) **E-Pass online System:** The administration of PMS shall be online. The Online process on the e-Pass website includes Registration of colleges, filing of applications by students, scanning and submission of documents of the student applications by the colleges, verification and sanction of scholarships by the department and submission of bills online to the treasury for making disbursement through the online banking system.
- (ii) **College Registration:** All colleges affiliated to regular universities shall register on the e-Pass website and furnish details of the courses offered, recognition status for the courses, bank account details, college attached hostel details, if any, to enable the correct filing of applications and claims by the Students and the College Managements,
- (iii) **Online application by students:** To avail the PMS Scheme, each eligible student shall apply online on the e-Pass website with all relevant particulars such as income certificate, caste certificate, Photograph, Copy of the first page of the savings bank account for remittance of the MTF, marks of the qualifying examinations such as SSC, Intermediate etc as the case may be, copy of the ration card/ election photo identity card or any other proof of identity as may be required by the welfare officers concerned.
- (iv) **Certificates submission by the college:** All Colleges who have registered on the e-Pass website after receiving the online applications (fresh and renewals) from students, shall submit the scanned copies of the income certificate, caste certificate, photograph and copy of the first page of the savings bank passbook.
- (v) **Registration of Renewals:** All students who wish to renew their scholarship under PMS shall also register on the e-Pass website to enable the Welfare departments to process the claims.
- (vi) **Unique ID for Scholarship holders:** Each Post Matric scholarship holder shall be allotted a Unique Id which shall remain throughout the currency of his educational career for the purpose of seeking scholarships. A candidate shall always quote this unique ID for future correspondence with the Government.
- (vii) **Disbursal of RTF & MTF to be online:** The disbursal of RTF to colleges and MTF to students shall be done through the online banking.
  - a) All colleges and Students shall have a bank account. Students and Colleges shall furnish their bank accounts at the time of registration along with the photo copy of the first page of the bank account.
  - b) The disbursal of tuition fee (RTF) shall be made in two installments to the college concerned.
  - c) The disbursal of maintenance charges (MTF) shall be made in four installments to the student's bank account.
  - d) Any changes in the Bank Account number can be done only by the authorized representative of the college or by the student concerned as the case may be.

- (viii) **The IT Network of the welfare departments to be strengthened:** The infrastructure for connectivity of the welfare department offices and the field staff shall be well connected through the IT network being operated by the CGG. The network shall take adequate security measures to ensure that the operations take place in a secure environment.
- (ix) **Adequate service level arrangements for IT:** - As the administration of Post-Matric Scholarships is extensive and voluminous, a robust IT backbone with adequate service level agreements will ensure a seamless delivery of services to institutions, departments and students.
- (x) **Security features in e-Pass to be strengthened** to avoid double sanctions, erroneous and fictitious claims.
- (xi) **Comprehensive MIS System:** The e-Pass online portal shall develop a comprehensive MIS portal for the benefit of the Welfare Departments, College Managements, and Students to enable real-time access of information regarding the status of scholarships.
- (xii) **Project Monitoring Unit:** The Project Monitoring Unit (PMU) shall update the fee & course masters, monitor the fee structure, and address technical issues in the e-Pass for all Welfare Departments. The PMU will function under the administrative control of Commissioner of Tribal Welfare. As a permanent measure three posts of the rank of Deputy Directors will be sanctioned exclusively to assist the Tribal Welfare PMU by the SC, ST & BC Welfare departments respectively to assist the PMU in the discharge of its functions.
- (xiii) **Minority Welfare Department to validate data:** The Minority Welfare department which administers scholarships through a separate network shall develop suitable cross checks through web service with the e-Pass server, to validate scholarship applications so as to avoid duplicate and fictitious claims.

5. The Commissioner of Social Welfare/Commissioner of Tribal Welfare/Director of B.C.Welfare/Director of Welfare of Disabled and Senior Citizens / VC&MD, Minorities Welfare are directed to take action accordingly.

6. This order is issued with the concurrence of Finance Department, vide their U.O.No.9256/Spl.CS Finance/2010 dated 08-09-2010.

7. Copy of this order is available on internet and can be accessed at address <http://www.ap.gov.in/goir> .

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**J. RAYMOND PETER  
PRINCIPAL SECRETARY TO GOVERNMENT**

**To**

The Commissioner of Social Welfare, A.P., Hyderabad.

The Commissioner of Tribal Welfare, A.P., Hyderabad.

The Commissioner of B.C.Welfare, A.P., Hyderabad.

The Director, Welfare of Disabled and Senior Citizens, A.P., Hyderabad.

The VC & MD., AP.Minorities Finance Corporation Ltd., Hyderabad.

The Director, Center for Good Governance, A.P., Hyderabad.

The Director of Treasuries and Accounts, A.P., Hyderabad.

The Pay and Accounts, A.P., Hyderabad.

**P.T.O.**

All the District Collectors in the State.  
All Deputy Directors of Social Welfare through Commissioner (SW), Hyd.  
All District Tribal Welfare Officers through Commission (TW), Hyd.  
All District B.C.Welfare Officers through Commissioner (BCW), Hyd.  
The Secretary, IT&C Department, A.P. Sectt., Hyderabad.  
The Commissioner of Collegiate Education, A.P., Hyd.  
The Commissioner of Technical Education, A.P., Hyd.  
The Director of Medical Education, A.P., Hyderabad.  
The Commissioner of Employment & Training, A.P., hyd.  
The Commisisoner of Intermediate Education, A.P., Hyderabad.  
The Commissioner of School Education, A.P., Hyderabad.  
The Secretary, AP.State Council of Higher Education, Hyderabad.  
The Deputy General Manager, State Bank of India, Hyderabad.  
The Asst. General Manager, Syndicate Bank, Somajiguda, Hyd.  
The Deputy General Manager, Indian Bank, Circle office, 4<sup>th</sup> floor, Liberty Plaza, Himayatnagar, Hyd.  
The General Manager, Marketing Deptt., Andhra Bank Head Office, Saifabad, Hyd.  
The General Manager (Technical), Indian Bank, Circle Office, 4<sup>th</sup> floor, Liberty Plaza, Himayatnagar, Hyd.

**Copy to:-**

The Vice Chairman, A.P. State Council for Higher Education, Hyderabad.  
All Vice Chancellors of Universities in the State.  
P.S. to Principal Secretary to C.M.  
P.S. to Special Chief Secretary (TW).  
P.S. to Principal Secretary (SW).  
P.S. to Principal Secretary (BCW).  
P.S. to Principal Secretary (Minorities Welfare).  
P.S. to Principal Secretary (Disabled Welfare).  
P.S. to Principal Secretary (Higher Education).  
P.S. to Principal Secretary (School Education).  
P.S. to M (SW) / M (TW) / M (BCW) / M (MW) / M (DW) / M (Higher Edn.) / M (School Edn.) / M (Technical Edn.) / M (Medical Edn.) / M (PR) / M (Agriculture).  
Sc/Sf.

**//Forwarded :: By Order//**

**SECTION OFFICER.**